



Educational Perspectives

Job Title: Credential Evaluator

Educational Perspectives is seeking a qualified and motivated individual to fill a professional position as a foreign educational credential evaluator. Duties include, but are not limited to, researching non-US educational credentials and programs and preparing accurate and concise assessments of educational documents in terms of their equivalency to the US system of education.

The ideal candidate for this position will possess excellent verbal and written skills, acute attention to detail, excellent research skills, personal energy and enthusiasm, an interest in international education, and the ability to interact effectively and patiently with individuals who are not native speakers of English. Experience working in undergraduate, graduate, or transfer admissions at a regionally accredited institution is highly desirable, but not required. A minimum of a US Bachelor's degree, or equivalent, is a requirement for employment as an evaluator.

This is a full-time salaried position located in Chicago (Loop).

We offer a comprehensive and generous benefit package.

Salary range: \$37,000 – \$42,000 per annum with excellent growth potential; higher salary start will be considered based on previous credential evaluation or university admissions experience

Start date: 1 May or until filled

Please submit a letter of interest and resume in confidence to:

Human Resources
Educational Perspectives, nfp
P.O. Box 618056
Chicago IL 60661-8056

www.edperspective.org

Or by fax to 312-421-9353

Or by email to: hr@edperspective.org

Telephone inquiries will **not** be accepted.

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